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| AAObjectiveTo continue my career with an organization that will utilize my Management, Supervision and Administrative skills to benefit mutual growth and success. Also to work at a place and position which takes out the best of my abilities and challenges me to steadily raise my learning curve on a perpetual basis. Energetic, enthusiastic, positive, and self-motivated. Skills* Energetic, enthusiastic, positive, and self-motivated.
* Great Team player and Support.
* Good analytical and logical approach
* Good communication skills
* Quick hands-on on computer applications with good knowledge in Word, Excel and Power point.
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| ARJUN ANSWAL sector-19, Faridabad, Haryana | 7503040104arjun.answalfbd@gmail.com |

Experience* Handling request received for the requirement of machines.
* Handling all type of queries related to the machine, labour force or any bill relating issues.
* Reporting and updating dashboard to provide work status update.
* Recruitment of operators and helpers for machines.
* Make Daily report of machines on excel sheet for soft copy as well as in registers for hard copy.
* Prepare machine bill and email to the concerned parties.
* Arrange transport for the machines from one site to another and prepare transportation documents such as challan,E-way bill etc.

EducationSecondary Examination • 2014 • sant nirankari public School* Passed 10th from CBSE Board

Higher Secondary Examination • 2016 • snps* Passed 12th from CBSE Board

Bachelor’s Degree • 2019 • delhi university* B.Com from SRI AUROBINDO COLLEGE, Delhi 2016 - 2019.

Personal Details* Father`s Name : Mr. Rajaram Answal
* Date of Birth : 30/09/1998
* Religion : Hindu
* Nationality : Indian
* Language Known : English, Hindi and Garhwali
* Gender : Male
* Marital Status : Unmarried
* Enjoy spending time with Family, watching/listening songs, surfing important information on internet.
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